

Job title: Accounts Payable Coordinator
Service line: Yondr Group, Finance
Based: Amsterdam
Reporting to: Director of Financial Reporting and Compliance

Job purpose

Yondr is revolutionising the real estate and technology industries. We provide wholly outsourced, end-to-end solutions to meet the capacity and property needs of growing businesses. In the process, we improve business performance, create enriching user experiences, and meet tomorrow's needs today.

But we can't do it without you.

We believe in a tomorrow without constraints and making the impossible possible for our clients. Thinking out of the box and not settling for less, is crucial. In the finance team, we're the same. We're looking for a hands-on accounts payable coordinator to join our team.

The role

The accounts payable coordinator is responsible for the whole accounts payable process of the Yondr Group. Some key aspects of the role include; monitoring the status of vendor invoices, following up on issues and delays, executing payments and taking part in the financial close process. The role will require strong communication with all stakeholders such as the business users, the finance team, vendors and the supply chain team. The successful candidate will:

/ Ownership

Take ownership for the source to settle process of the Yondr Group and work with stakeholders to get the job done

/ Understand the source to settle processes

We are a young, fast-growing company, so creating and upgrading processes to meet the company's goals requires constant attention

/ Organisation skills

This fast-paced business requires multi-tasking. You'll be juggling multiple projects while still making sure that the accounting is correct and timely, so your organisational skills will be invaluable

/ A team player

At Yondr, we're extremely focused on our values, therefore you must be a perfect fit with them - a fully-fledged team player

/ Strong communication skills

Communication skills are vital for the purpose of collaboration, managing expectations and communicating clearly on dependencies and consequences

Qualifications and experience

- / Bachelor's degree in finance / business
- / Experience with managing the accounts payable process
- / Experience with an outsourced accounts payable function (SSC / third party)
- / Experience with the financial close process
- / Experience with automating such as bank automated payments, automated clearing and interfaces